

Brede

EXPOSITION SERVICES



Association of Writers
& Writing Programs

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **2015 AWP Conference and Bookfair**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 2015 AWP Conference and Bookfair Customer Service Representative at cscolorado@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede



Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Cynthia Sherman - AWP Associate Director of Conferences
- 703.993.4189 (phone) / 703.993.4302 (fax)
- bookfair@awpwriter.org

Booths

Each 10' x 10' booth includes:

- 8' high back wall - Blue
- 3' high side drape - Blue
- (2) 6' long x 24" wide x 30" high draped tables - Blue
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

Each 4' x 7' table package includes:

- 3' high back wall - Blue
- (1) 6' long x 24" wide x 30" high draped table - Blue
- (2) folding chairs
- (1) waste basket
- (1) one-line table ID sign with table number

Drape Colors: Blue

Aisle Carpet Color: Grey

The exhibit hall is not carpeted. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet* form.

Material Handling

**Each shipment will be counted individually and a 200 pound minimum will apply. The first 100 pounds or less (if the shipment is less) of the first shipment shall constitute the 'up to 100 pounds of Material Handling comped', and thereafter 100 pounds worth of material handling (or more if the shipment is greater than 200 pounds) will be charged to make up the 200 pound minimum per shipment. Please Note: Material Handling is also addressed in the cover letter from AWP.

Advance to Warehouse

Late to warehouse charges apply after: **April 1, 2015**

Direct to Show Site

Do not deliver prior to: **April 8, 2015**

****Please note all shipments received at the advance warehouse or direct to the Minneapolis Convention Center will be charged material handling fees.**

TO: Exhibiting Company Name and Booth #

TO: Exhibiting Company Name and Booth #

FOR: 2015 AWP Conference and Bookfair

FOR: 2015 AWP Conference and Bookfair

Brede Exposition Services

Brede Exposition Services

c/o YRC Freight

Minneapolis Convention Center

12400 Dupont Avenue South

1301 2nd Ave. South

Burnsville, MN 55337

Minneapolis, MN 55403

Exhibitor Schedule

Exhibitor Move-in:	Wednesday	April 8, 2015	12:00 PM	—	7:00 PM
	Thursday to Saturday	April 9 - 11, 2015	8:00 AM	—	9:00 AM
Show Hours:	Thursday	April 9, 2015	9:00 AM	—	5:00 PM
	Friday	April 10, 2015	9:00 AM	—	5:00 PM
	Saturday	April 11, 2015	9:00 AM	—	5:00 PM
	Saturday	April 11, 2015	5:00 PM	—	6:00 PM
Exhibitor Move-out:	Saturday	April 11, 2015	5:00 PM	—	6:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **5:00 PM on April 11, 2015.**
- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Utilities & Services



Find more on Brede.com



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



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Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	March 25, 2015
Custom exhibits rentals	March 25, 2015
Labor orders	March 25, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	April 1, 2015
Shipments to show site to arrive no sooner than:	April 8, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



[Find more on Brede.com](http://Brede.com)



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**Required
Form**

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

**Order
Summary**

Carpet	\$	
Tables & Accessories	\$	
AWP Display Options	\$	
Exhibit Plus Rentals	\$	
Material Handling	\$	
Labor	\$	
Forklift	\$	
Hanging Sign	\$	
Graphics	\$	
Total Due	\$	

**Payment
Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
84-1182654

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$30.00.
- Please include **Association of Writers & Writing Programs Conference** and booth number on all payments.

Check Number

Dated

Amount

**Exhibiting
Company**

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA

by fax 303.321.8694

Order Summary / Payment Method



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**Required
Form**

This form must accompany any completed order form(s) submitted to Brede.

A credit card must be on file prior to the delivery of any goods or services.

Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

**Credit
Card**

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$30.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA

by fax 303.321.8694

Credit Card Authorization



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Information
Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



Find more on Brede.com



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Limits of Liability



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Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$119.50 per CWT = \$239.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$119.50 per CWT = \$239.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$119.50 per CWT = \$239.00

TOTAL cost of three shipments arriving separately: \$717.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$119.50 per CWT = \$239.00

TOTAL cost of one consolidated shipment: \$239.00 Savings of \$478.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips



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Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **April 1, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC Freight, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



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Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **April 8, 2015**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC Freight, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Association of Writers & Writing
Programs Conference
Brede Exposition Services
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337-1682

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by April 1, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Association of Writers & Writing
Programs Conference
Brede Exposition Services
Minneapolis Convention Center
1301 2nd Ave. South
Minneapolis, MN 55403

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than April 8, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



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Association of Writers
& Writing Programs**Order
Form**

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

****Each shipment will be counted individually and a 200 pound minimum will apply. The first 100 pounds or less (if the shipment is less) of the first shipment shall constitute the 'up to 100 pounds of Material Handling comped', and thereafter 100 pounds worth of material handling (or more if the shipment is greater than 200 pounds) will be charged to make up the 200 pound minimum per shipment. Please Note: Material Handling is also addressed in the cover letter from AWP.**

Material Handling Rate

Rates below include any
applicable OT charges
per 100 lbs

Description	200 lb minimum charge per shipment
Advance to Warehouse: Crated	\$119.50
Direct to Show site: Crated	\$115.50
Advance to Warehouse: Special Handling	\$133.00
Direct to Show site: Special Handling	\$129.25
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$171.00
Advance to Warehouse/Direct to Show site: Small Packages	\$53.50 <i>each</i>

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **April 1, 2015** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.

\$29.75
per 100 lbs.

Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.

\$164.75
round trip

Special Services. Shipments returned to warehouse will be charged \$20.75 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$2.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$22.75 per piece.

Calculate Estimated Material Handling ChargesSelect: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Material Handling Rates



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs



Information
Form

In addition to the specific information provided on the previous pages, below is a brief overview to assist in choosing your best method of delivering materials to your booth. Material Handling Charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the next hundred, with a 200 lb. minimum charge per shipment.

Material Handling Options

AWP Booth Package MH Allowance

**Each shipment will be counted individually and a 200 pound minimum will apply. The first 100 pounds or less (if the shipment is less) of the first shipment shall constitute the 'up to 100 pounds of Material Handling comped', and thereafter 100 pounds worth of material handling (or more if the shipment is greater than 200 pounds) will be charged to make up the 200 pound minimum per shipment.

Shipping to Warehouse

Fill out and attach enclosed Advance Shipping labels. Complete the enclosed Material Handling Rates Form. Remember to confirm receipt of your shipment prior to leaving for the show. Your shipment will be delivered to your booth prior to your arrival.

Crated Materials \$119.50 per CWT

Special Handling Materials \$133.00 per CWT

Shipping Direct to Show Site

Fill out and attach enclosed Direct Shipping labels. Complete the enclosed Material Handling Rates Form. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours; make sure your carrier is committed to meeting your target dates and times. Your shipment will be delivered to your booth upon arrival.

Crated Materials \$115.50 per CWT

Special Handling Materials \$129.25 per CWT

Uncrated Materials \$171.00 per CWT

Small Packages (Warehouse and Show Site Deliveries Accepted)

Maximum weight is 25 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Your shipment will be delivered to your booth.

Small Packages (up to 25 lbs. per shipment) \$53.50 each

POV

- A POV is defined as a personally owned vehicle, such as cars, vans, station wagons, SUVs, and pick-ups. Pick-ups with trailers attached also may not exceed 24' in length. Tractor trailers are not considered POVs.
- POVs must be able to be loaded/unloaded within 20 minutes of positioning at the designated dock area. The 20 minute maximum is strictly enforced by venue security.
- POVs must be loaded/unloaded by hand without the use of forklifts or special equipment.

Note: All rates listed are inclusive of any applicable overtime charges.

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Booth Number

Material Handling Options

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

12400 Dupont Avenue South

Burnsville, MN 55337-1682

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

April 1, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

12400 Dupont Avenue South

Burnsville, MN 55337-1682

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

April 1, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Minneapolis Convention Center
1301 2nd Ave. South
Minneapolis, MN 55403

2015 AWP Conference and Bookfair

Minneapolis Convention Center
Minneapolis, MN
April 8 - 11, 2015

Exhibitor

Booth

Do not deliver prior to:
April 8, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Minneapolis Convention Center
1301 2nd Ave. South
Minneapolis, MN 55403

2015 AWP Conference and Bookfair

Minneapolis Convention Center
Minneapolis, MN
April 8 - 11, 2015

Exhibitor

Booth

Do not deliver prior to:
April 8, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
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**Order
Form**

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: March 25, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

**Outbound
Shipping
Information**

To: _____
Consigned to (Ship to:) _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ YRC Freight ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

**Freight
Charges
Guaranteed
By**

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

**Label
Request**

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA

by fax 303.321.8694

Booth Number

Bill of Lading & Labels Request

Brede Preferred Show Carrier



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs



**Information
Form**

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of \$100.00.

**Storage
Rates**

Size of Storage Space

sq. ft.

Rate

per day

0-25

\$ 100.00

26-50

\$ 150.00

51-100

\$ 200.00

101-150

\$ 250.00

151-200

\$ 300.00

**Access
Rates**

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

Accessible Storage



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

EXPOSITION SERVICES



Association of Writers
& Writing Programs



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Red

☐ Grey

☐ Pepper

☐ Forest Green



[Find more on Brede.com](#)

Qty	Size		Advance	Standard	Subtotal
_____	10' Carpet		\$ 170.00	\$ 221.00	\$ _____
_____	20' Carpet		\$ 340.00	\$ 442.00	\$ _____
_____	30' Carpet		\$ 510.00	\$ 663.00	\$ _____
_____	40' Carpet		\$ 740.00	\$ 884.00	\$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.00 per sq. ft.	\$ 5.25 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.75	\$ 2.25	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.25 per sq. ft.	\$ 1.75 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 5.75 per sq. ft.	\$ 7.25 per sq. ft.	\$ _____
-------	---------------	--	------------------------	------------------------	----------

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
7.775% MN Tax	\$ _____
Carpet Total	\$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Carpet



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

Association of Writers
& Writing Programs**Order
Form**

Submit this form if you wish to rent tables, risers or furnishings from Brede.

Enter the Table & Accessories Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015**Tables**

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 sided drape)				
_____	4' x 2' draped table	\$ 112.00	\$ 145.50	\$ _____
_____	6' x 2' draped table	\$ 127.25	\$ 165.25	\$ _____
_____	8' x 2' draped table	\$ 144.25	\$ 187.50	\$ _____
_____	4th side drape	\$ 55.50	\$ 72.25	\$ _____
_____	4' x 2' undraped table	\$ 49.25	\$ 64.00	\$ _____
_____	6' x 2' undraped table	\$ 52.50	\$ 68.25	\$ _____
_____	8' x 2' undraped table	\$ 56.25	\$ 73.00	\$ _____

42" High Display Tables (includes white vinyl top, 3 sided drape)

_____	4' x 2' draped table	\$ 123.25	\$ 160.25	\$ _____
_____	6' x 2' draped table	\$ 137.25	\$ 178.50	\$ _____
_____	8' x 2' draped table	\$ 152.00	\$ 197.50	\$ _____
_____	4th side drape	\$ 55.50	\$ 72.25	\$ _____
_____	4' x 2' undraped table	\$ 52.75	\$ 68.50	\$ _____
_____	6' x 2' undraped table	\$ 57.25	\$ 74.25	\$ _____
_____	8' x 2' undraped table	\$ 61.50	\$ 80.00	\$ _____

12" Tabletop Risers (includes white vinyl top)

_____	4' x 12" draped riser	\$ 56.75	\$ 73.75	\$ _____
_____	6' x 12" draped riser	\$ 64.75	\$ 84.00	\$ _____
_____	8' x 12" draped riser	\$ 96.50	\$ 125.50	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)☐ Blue☐ Black☐ French Blue☐ Silver/Grey☐ Burgundy☐ Purple☐ Red☐ Teal☐ White☐ Forest Green**Important
Notes**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.775% MN Tax \$ _____

Table Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

**Find more on Brede.com****Accessories**

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 55.50	\$ 72.25	\$ _____
_____	Padded Arm Chair—Grey	\$ 66.00	\$ 85.75	\$ _____
_____	Upholstered Arm Chair—Grey	\$ 94.75	\$ 123.25	\$ _____
_____	Counter Stool with Back	\$ 102.25	\$ 133.00	\$ _____
_____	30" Pedestal Table—30" d	\$ 98.00	\$ 127.50	\$ _____
_____	42" Pedestal Table—30" d	\$ 113.50	\$ 147.50	\$ _____
_____	Coffee Table—2' x 3'	\$ 69.25	\$ 90.00	\$ _____
_____	Waste basket	\$ 25.75	\$ 33.50	\$ _____
_____	Floor Easel	\$ 40.25	\$ 52.25	\$ _____
_____	Sign Stand 22" x 28"	\$ 87.75	\$ 114.25	\$ _____
_____	Coat Tree	\$ 37.75	\$ 49.25	\$ _____
_____	Bag Rack	\$ 58.25	\$ 75.75	\$ _____
_____	Waterfall Rack	\$ 92.75	\$ 120.50	\$ _____
_____	2' x 8' Gridwall	\$ 60.00	\$ 75.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 138.50	\$ 180.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 138.50	\$ 180.00	\$ _____
_____	Showcase	\$ 344.00	\$ 447.25	\$ _____
_____	3' high drapery (per ft)	\$ 17.50	\$ 22.75	\$ _____
_____	8' high drapery (per ft)	\$ 19.75	\$ 25.75	\$ _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA

by fax 303.321.8694

Booth Number

Tables & Accessories



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers & Writing Programs



Order Form

Submit this form if you wish to rent Specialty Items from Brede.

Enter the Banner Item Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015



ME Banner Stand

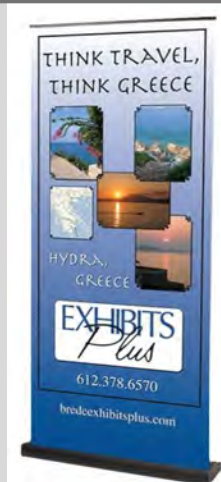
Description

- 33.5" wide single sided banner stand with padded bag
- Standard Vinyl (anti-curl)
- No warranty on frame

Graphics Size

- 33.5" wide x 78" high (+ bleed)

Qty	Advance	Standard
_____	\$280.00	\$364.00



0-800 Banner Stand

Description

- 31.5" wide single sided banner stand with padded bag
- Standard Vinyl (anti-curl)
- Lifetime warranty on frame

Graphics Size

- 31.5" wide x 83.25" high (+ bleed)

Qty	Advance	Standard
_____	\$310.00	\$403.00

Premium Dyesub Table Throw



Qty Advance Standard

48"w x 30"h x 24"d - draped on 3 sides	_____	\$202.00	\$262.75
48"w x 30"h x 24"d - draped on 4 sides	_____	\$278.00	\$361.50
72"w x 30"h x 24"d - draped on 3 sides	_____	\$290.00	\$377.00
72"w x 30"h x 24"d - draped on 4 sides	_____	\$364.00	\$473.25
96"w x 30"h x 24"d - draped on 3 sides	_____	\$312.00	\$405.75
96"w x 30"h x 24"d - draped on 4 sides	_____	\$433.00	\$563.00

Premium Dyesub Table Runner



Qty Advance Standard

24"w x 84"h - drapes over front, top and back	_____	\$102.00	\$132.75
30"w x 84"h - drapes over front, top and back	_____	\$127.00	\$165.25
60"w x 84"h - drapes over front, top and back	_____	\$250.00	\$325.00
24"w x 62.75"h - draped over front & top only	_____	\$76.00	\$98.75
30"w x 62.75"h - draped over front & top only	_____	\$95.00	\$123.50
60"w x 62.75"h - draped over front & top only	_____	\$189.00	\$245.75

Important Notes

- File for graphics should be pdf print ready at full size for all banner stands.
- Orders cancelled prior to decorator move-in are subject to a 100% cancellation charge.
- Payment in full must accompany your order.
- A credit card on file is required when using Brede Exposition Services.
- Payment in full must accompany your order.

Calculate

Subtotal \$ _____

7.775% MN Tax \$ _____

Banner Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Exhibit Plus Banner Stands



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs

EXPOSITION SERVICES



**Order
Form**

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
<input type="text"/>	11" X 14"	\$ 114.75	\$ 149.25	\$ <input type="text"/>
<input type="text"/>	14" X 22"	\$ 130.25	\$ 169.25	\$ <input type="text"/>
<input type="text"/>	22" X 28"	\$ 155.75	\$ 202.50	\$ <input type="text"/>
<input type="text"/>	28" X 44"	\$ 257.00	\$ 334.00	\$ <input type="text"/>

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard	Subtotal	
	X		=		X	\$16.50 per sq. ft.	\$21.50 per sq. ft.	=	\$

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

7.775% MN Tax \$

Signs Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company

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by fax 303.321.8694

Graphics



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



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Order Form

Submit this form if you wish to order display options from Brede.

Enter the Innovation Showcase Option total below on the Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 12, 2014



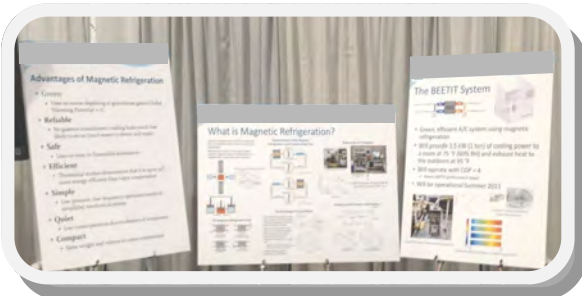
Find more on Brede.com

Floor Easel



Qty	Item	Advance	Standard	Subtotal
_____	Floor Easel	\$ 40.25	\$ 52.25	\$ _____

Foamcore



Qty	Item	Advance	Standard	Subtotal
_____	2' x 3' Foamcore	\$ 15.00	\$ 19.50	\$ _____
_____	2' x 4' Foamcore	\$ 17.50	\$ 22.50	\$ _____
_____	4' x 8' Foamcore	\$ 20.00	\$ 26.00	\$ _____

Tackboard



Qty	Item	Advance	Standard	Subtotal
_____	Tackboard 8'x4'	\$ 138.50	\$ 180.00	\$ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.775% MN Tax \$ _____

Display Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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by fax 303.321.8694

AWP Display Options

Brede

EXHIBITS

Plus



A



B



C



D



E



F

2211 Broadway St. N.E.
Minneapolis, MN 55413
Phone: 612-378-6570
Fax: 612-378-6577
www.bredeexhibitsplus.com



furniture

A SERIES

- A-1 Mesh back task chair, black fabric seat, black mesh back
- A-2 Black round table, 36" diameter, 30" high
- A-3 Sled base guest chair, black frame, black fabric seat

B SERIES

- B-1 Conference table, X-base, cherry wood, 48" diameter
- B-2 Tulip chair, navy blue, 22.5" w x 25" d x 32.5" h
- B-3 Small cube, grey, 24" w x 24" d x 21" h
- B-4 Tall pedestal, grey, 12" w x 12" d x 36" h

C SERIES

- C-1 Chair, medium blue, small print, 32" d x 32.5" w x 29.5" h
- C-2 Loveseat, medium blue, small print, 32" d x 56.5" w x 29.5" h
- C-3 Sofa, medium blue, small print, 32" d x 80.5" w x 29.5" h
- C-4 Cylinder, solid grey, 30" diameter x 21" high

D SERIES

- D-1 Task chair, black, 20.5" w x 18.25" d x 36" h
- D-2 Two-way clothing rack
- D-3 Designer stool, black, 20.5" w x 18.25" d x 45" h
- D-4 Director chair, black canvas natural wood, 23" w x 16" d x 36" h
- D-5 Director stool, black canvas natural wood, 23" w x 16" d x 48" h

E SERIES

- E-1 Conference chair, black, 23" w x 24" d x 36" h
- E-2A Boatshape conference table, cherry wood, 36" w x 72" d x 29" h
- E-2B Boatshape conference table, cherry wood, 36" w x 96" d x 29" h
- E-3 Black podium, 44" h x 30" w x 18" d

F SERIES

- F-1A Double pedestal desk, cherry wood, 30" x 60"
- F-1B Double pedestal desk, cherry wood, 36" x 71"
- F-2 Storage credenza, cherry wood, 21" x 71"
- F-3 Bookcase, 6-shelf, cherry wood, 71" h x 32.5" w x 14" d
- F-4 High back executive chair, black leather, 24" d x 25" w x 36" h
- F-5 Guest Chair, black fabric, 24" d x 23" w x 35" h

G SERIES

- G-1A 48" round conference table, cherry wood laminate, black base
- G-1B 42" round conference table, cherry wood laminate, black base
- G-1C 36" round conference table, cherry wood laminate, black base
- G-2 Leather side chair, black, 27.5" d x 24" w x 35" h
- G-3 Pedestal, black, 20" w x 20" d x 48" h
- G-4 Small black pedestal with brass trim, 14.5" w x 14.5" d x 30" h

H SERIES

- H-1 Black leather club chair, 33" w x 32" d x 33" h
- H-2 Black leather loveseat, 56" w x 32" d x 33" h
- H-3 Black leather sofa, 79" w x 32" d x 33" h

I SERIES

- I-1 Lounge chair, burgundy/mahogany, 33" w x 32" d x 32" h
- I-2 Love seat, burgundy/mahogany, 54" w x 32" d x 32" h
- I-3 Sofa, burgundy/mahogany, 75" w x 32" d x 32" h
- I-4 End table, mahogany, 24" w x 24" d x 20" h
- I-5 Coffee table, mahogany, 48" w x 20" d x 16" h

J SERIES

- J-1 41.75" h x 30" diameter, black base, black laminate top
- J-2 Bar stools, 20" w x 20" d x 30.5" h

K SERIES

- K-1 Black literature rack, 59" h x 18" w
- K-2 Plex literature rack, 53" h x 10" w
- K-3 Black Jazz literature rack, 54" h x 13" w



G



H



I



J



K

2211 Broadway St. N.E.
Minneapolis, MN 55413
Phone: 612-378-6570
Fax: 612-378-6577
www.bredeexhibitsplus.com



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

Association of Writers
& Writing Programs**Order
Form**

Submit this form if you wish to rent a custom furniture from Brede.

Please contact Brede if you would like to inquire about our Custom Furniture.

Enter the Custom Furniture Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Qty	Description	Advance	Standard	Subtotal	Qty	Description	Advance	Standard	Subtotal
A-1	Mesh back task chair: Black	\$ 99.00	\$ 124.00	\$					
A-2	Black round table: 36"D x 30"H	\$ 92.00	\$ 115.00	\$	G-1A	48" round conference table-black base cherry wood laminate	\$ 121.00	\$ 151.00	\$
A-3	Sled base guest chair	\$ 70.00	\$ 88.00	\$	G-1B	42" round conference table-black base cherry wood laminate	\$ 110.00	\$ 138.00	\$
B-1	Conf. table-X base-cherry wood-48"D	\$ 138.00	\$ 173.00	\$	G-1C	36" round conference table-black base cherry wood laminate	\$ 80.00	\$ 100.00	\$
B-2	Tulip chair-navy blue	\$ 143.00	\$ 179.00	\$	G-2	Black leather side chair	\$ 121.00	\$ 151.00	\$
B-3	Small cube: 24"W x 24"D x 21"H	\$ 82.00	\$ 103.00	\$	G-3	Pedestal-black	\$ 185.00	\$ 231.00	\$
B-4	Tall pedestal: 12"W x 12"D x 36"H	\$ 85.50	\$ 107.00	\$	G-4	Small black pedestal-brass trim	\$ 100.00	\$ 125.00	\$
C-1	Chair-medium blue-small print	\$ 142.00	\$ 178.00	\$		Black leather club chair:			
C-2	Loveseat-medium blue-small print	\$ 229.00	\$ 286.00	\$	H-1	33"W x 32"D x 33"H	\$ 255.00	\$ 319.00	\$
C-3	Sofa-medium blue-small print	\$ 262.00	\$ 328.00	\$		Black leather loveseat:			
C-4	Cylinder-solid grey: 30"D x 21"H	\$ 117.00	\$ 146.00	\$	H-2	56"W x 32"D x 32"H	\$ 279.00	\$ 349.00	\$
D-1	Task chair: black	\$ 90.00	\$ 113.00	\$		Black leather sofa:			
D-2	Two way clothing rack	\$ 85.00	\$ 106.00	\$	H-3	79"W x 32"D x 32"H	\$ 364.00	\$ 455.00	\$
D-3	Designer stool: black	\$ 92.00	\$ 115.00	\$		Lounge chair: burgundy / mahogany			
D-4	Director chair: black canvas-natural wood	\$ 68.00	\$ 85.00	\$	I-1	33"W x 32"D x 32"H	\$ 142.00	\$ 178.00	\$
D-5	Director stool: black canvas-natural wood	\$ 76.00	\$ 95.00	\$		Loveseat: burgundy / mahogany			
E-1	Conference chair: black	\$ 95.00	\$ 118.00	\$	I-2	54"W x 32"D x 32"H	\$ 229.00	\$ 286.00	\$
	Boatshape conf. table-cherry wood					Sofa: burgundy / mahogany			
E-2A	36"W X 72"D X 29"H	\$ 149.00	\$ 186.00	\$	I-3	75"W x 32"D x 32"H	\$ 260.00	\$ 325.00	\$
	Boatshape conf. table-cherry wood					End table: burgundy / mahogany			
E-2B	36"W x 96"D x 29"H	\$ 170.00	\$ 213.00	\$	I-4	24"W x 24"D x 20"H	\$ 124.00	\$ 155.00	\$
E-3	Black podium: 44"H x 30"W x 18"D	\$ 225.00	\$ 281.00	\$		Coffee table: burgundy / mahogany			
F-1A	Dbl. pedestal desk: cherry wood 30" x 60"	\$ 178.00	\$ 223.00	\$	I-5	48"W x 20"D x 16"H	\$ 124.00	\$ 155.00	\$
F-2	Storage credenza: cherry wood	\$ 164.00	\$ 205.00	\$	J-1	Bar height table: black-41.75"H x 30"D	\$ 92.00	\$ 115.00	\$
F-3	Bookcase 6 shelf: cherry wood	\$ 164.00	\$ 205.00	\$	J-2	Black bar stool: 20"W x 20"D x 30.5"H	\$ 89.00	\$ 111.00	\$
F-4	High back executive chair: black leather	\$ 110.00	\$ 138.00	\$	K-1	Black literature rack: 18"W x 59"H	\$ 106.00	\$ 132.00	\$
F-5	Guest chair: black fabric	\$ 70.00	\$ 88.00	\$	K-2	Plex literature rack: 13"W x 53"H	\$ 106.00	\$ 132.00	\$
					K-3	Black jazz literature rack: 13"W x 54"H	\$ 106.00	\$ 132.00	\$

**Important
Notes**

- All furniture are on a rental basis.
- Orders cancelled to move-in are subject to a 50% cancellation charge.
- Orders cancelled after move-in begins are subject to a 100% cancellation charge.
- On-site orders are subject to availability and are subject to an additional 50% late charge.

Calculate

Subtotal \$

7.775% MN Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Exhibits Plus Custom Furniture



EXPOSITION SERVICES

2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs



**Information
Form**

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

**Material
Handling**

Teamsters Local 120 control the loading and unloading of exhibit materials at the Minneapolis Convention Center. Exhibitors are permitted to load and unload their own vehicles by hand without the use of any power equipment. Access to the dock will be controlled by Minneapolis Convention Center dock marshalls and Brede Exposition Services. All vehicles, including POV'S (Personally Owned Vehicles) with materials for delivery, must first check in at the security gate, where they will be directed to the appropriate unloading area.

**Booth
Labor**

Decorators/USFCW Local 653 is the union claiming jurisdiction for display erection and dismantling. Employees of exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by Local 653 personnel.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
- ☐ Show site

Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # _____

Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Straight Time

\$88.50

Monday-Friday 8:00a.m.-4:30p.m.

per person per hour

Overtime

\$146.25

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday,
Sunday and observed union holidays

per person per hour

Show Site Contact: _____

Phone #: _____

• **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.

• Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.

• Add Brede Supervision column only if using Option A.

• Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Labor Rates

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=	X	= \$	+ \$	= \$	
Dismantle	_____	X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Labor



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs

EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

Up to 5,000 lbs. capacity
forklift & operator per hour

Helper
per person per hour

Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$189.50

\$88.50

• One hour minimum per laborer.

Overtime

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday
All day Sunday and observed union holidays

\$245.25

\$146.25

• Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	_____	X	X \$	= \$
Dismantle	_____	_____	_____	X	X \$	= \$

Forklift

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015

EXPOSITION SERVICES



Association of Writers
& Writing Programs



Order
Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

Rate for Lift & Crew
Per Hour

Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$405.75

Overtime

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday.
All day Sunday and observed union holidays

\$523.25

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs) Height (ft) Length (ft)

Type

- ☐ Fabric
☐ Metal
☐ Wood
☐ Truss

Shape

- ☐ Circle
☐ Square
☐ Triangle

Electrical

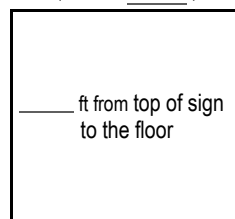
- ☐ Yes
☐ No
Chain Motor
☐ Yes
☐ No

Assembly Required

- ☐ Yes
☐ No

ft from left side
(booth # _____)

ft from top aisle
(booth # _____)



ft from right side
(booth # _____)

ft from bottom aisle
(booth # _____)

Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____ = _____	_____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X _____ = _____	_____	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Booth Number

Hanging Sign



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

FAX#:

EMAIL ADDRESS:

CELL#:

CONTACT IN BOOTH:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA

by fax 303.321.8694

Non-Official I&D Contractor



2015 AWP Conference and Bookfair

Minneapolis Convention Center

Minneapolis, MN

April 8 - 11, 2015



Association of Writers
& Writing Programs

EXPOSITION SERVICES



**Order
Form**

Submit this form if you wish to rent silks from Brede.

Please contact Brede if you would like to inquire about our Silks.

Enter the Silks Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 25, 2015

Qty	Description	Advance	Standard	Subtotal
_____	A Spathyfillum Bush	\$ 28.50	\$ 37.00	\$ _____
_____	B Fountain Palm	\$ 33.00	\$ 43.00	\$ _____
_____	C Azalea Bush Hot Pink	\$ 33.00	\$ 43.00	\$ _____
_____	D Geranium Bush Red	\$ 29.50	\$ 38.25	\$ _____
_____	E Dieffenbachia	\$ 27.00	\$ 35.00	\$ _____
_____	F Japanese Mum Bush Yellow	\$ 27.00	\$ 35.00	\$ _____
_____	G Ficus Tree	\$ 81.50	\$ 105.50	\$ _____
_____	H Ruffle Fern	\$ 23.50	\$ 30.50	\$ _____

Important Notes

- All materials are on a rental basis.
- Orders cancelled to move-in are subject to a 50% cancellation charge.
- Orders cancelled after move-in begins are subject to a 100% cancellation charge.
- On-site orders are subject to availability and are subject to an additional 50% late charge.

Calculate

Subtotal \$ _____

7.775% MN Tax \$ _____

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form: Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 5140 Colorado Blvd. | Denver, CO 80216 | USA by fax 303.321.8694

Exhibits Plus Silks



Show Name: _____
Facility: _____
Dates: _____

Minneapolis
Event / Convention

Questions? Call 612-521-8225 or email: MinneapolisES@psav.com

Fax order to: 612-521-7995

CUSTOMER INFORMATION

Event Name: _____	Show Dates: _____
Event Venue: _____	Alternate Venue (if applicable): _____
Location: _____	Booth Name: _____ Booth #: _____
Company: _____	On-site Contact: _____
Address: _____	On-site Cell: _____
City: _____ State & Zip: _____	Delivery Preference: (someone MUST be present for delivery)
Ordered By: _____ Fax: _____	Delivery Date: _____ Pickup Date: _____
Phone: _____ Email: _____	Time: _____ Time: _____

Equipment

Call for items not listed
on this form

		Qty	1 Day	2 Days	3 Days	Total
LCD / Plasma Monitors - Includes Speakers						
Circle One						
32" Flat Panel Video and Data Monitor (16:9)	Dual Post Stand	Tabletop		\$200.00	\$275.00	\$350.00
42" Plasma Video and Data Monitor: (16:9)	Dual Post Stand	Tabletop		\$300.00	\$400.00	\$500.00
50" Plasma Video and Data Monitor: (16:9)	Dual Post Stand	Tabletop		\$425.00	\$525.00	\$625.00
Chrome Floor Stand (For use with PSAV 32" - 50" Plasma & LCD only)				\$75.00	\$100.00	\$125.00

Computer ONLY Monitors - Speakers not included

17" LCD Flat Panel Computer Monitor (4:3)	Tabletop only		\$75.00	\$100.00	\$125.00	
20" LCD Flat Panel Computer Monitor (4:3)	Tabletop only		\$100.00	\$125.00	\$150.00	

Important: What source will be used with the monitor? DVD Player ☐ or Laptop Computer ☐

MAC USERS: PSAV does not supply conversion video adaptor (dongle).
be sure to bring your own.

Please

		Qty	1 Day	2 Days	3 Days	Total
Audio						
Circle One						
Wired Microphone	Handheld	Lavalier		\$25.00	\$30.00	\$35.00
UHF Wireless Microphone	Headset	Handheld	Lavalier		\$110.00	\$160.00
Individual Small Powered Speaker with stand				\$60.00	\$90.00	\$120.00
Sound System with (2) speakers (2) stands				\$120.00	\$180.00	\$240.00
4 Channel Audio Mixer				\$25.00	\$30.00	\$35.00

Miscellaneous

54" Rolling Cart w/ Black Skirt		\$30.00	\$40.00	\$50.00	
LCD Projector (2000 Lumens) with tripod screen		\$175.00	\$225.00	\$275.00	
DLP Projector (3500 Lumens) with tripod screen		\$250.00	\$325.00	\$400.00	
DVD Player (US compatible only)		\$75.00	\$100.00	\$150.00	

Terms & Conditions

Address all payments to PSAV

Paying by Check? ☐

Please allow PSAV to confirm total PRIOR to **SENDING** check

A confirmation email will be sent upon receipt of your order.

Cancellations: Received within 48 hours of the Show Start Date are subject to 50% of the order total.

Those received the day of scheduled delivery or "no-shows" are subject to the full amount.

Sales taxes are estimated and are due on all equipment and labor where applicable.

The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

PSAV can not guarantee specific delivery times due to possible decorator/builder delays.

PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.

Tax Exempt Status: If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.

Rental Total	
\$100.00	
Delivery & Pickup Labor	
Sub Total	
7.775%	
Sales Tax	
Rental Total & Del/PU Labor	
Grand Total	

CREDIT CARD INFORMATION

circle one



Mail order with Payment to: **PSAV**

Name on Card: _____	Company: _____	2904 2nd Street N. Minneapolis, MN 55411 Email to: MinneapolisES@psav.com Fax to: 612-521-7995 (credit card orders only)
Card Number: _____	Exp. Date: _____	
Billing Address: _____	Security Code: _____	
City: _____	State/Zip: _____	
Card Holder Signature: _____	Phone Number: _____	



ORDER FORM

Company/Exhibitor Name: _____ Contact Person: _____

Event Location: _____ Contact Phone: _____

Show Name: _____ Booth #: _____

Delivery Date : _____

BLOOMING PLANTS:

6" Mum Color: White, Yellow, Purple, Bronze	\$ 29.95 plus tax	Quantity _____
6" Kalanchoe Color: Yellow, Pink, Red, White	\$ 29.95 plus tax	Quantity _____
6" Azalea Color: Pink, Red, White	\$ 36.95 plus tax	Quantity _____

GREEN PLANTS - Areca Palm, Dracaena 'Janet Craig', Ficus tree, Peace Lily, etc:

6" pot, Fern/Ivy/Pothos	\$ 20.00 plus tax	Quantity _____
8" pot, Fern/Ivy/Pothos	\$ 30.00 plus tax	Quantity _____
10" growers pot, 2'-3' tall	\$ 50.00 plus tax	Quantity _____
14" growers pot, 4'-5' tall	\$ 85.00 plus tax	Quantity _____
17" growers pot, 5'-7' tall	\$165.00 plus tax	Quantity _____

Fresh Floral Arrangements	12" high \$ 40.00	Quantity _____
	18" high \$ 60.00	Quantity _____
	Tropical \$ 75.00	Quantity _____

RUSH Charge - 20% upcharge, applies on orders placed 48 hours prior to start of event

Billing Information/Credit Card Information - All orders must be paid in full prior to the event:

Name: _____

Address: _____

Credit Card # _____ Exp Date _____

Phone: _____

E-Mail: _____

Please call or email Nancy for special requests 612-746-4500 or nancy@tommycarvers.com

950 Nicollet Mall • Minneapolis, Minnesota 55403
T: 612.746.4500 • F: 612.746.4506 • TommyCarvers.com



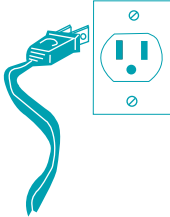
Minneapolis

Convention Center

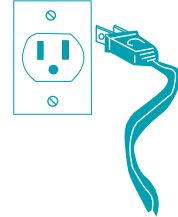
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



ELECTRICAL SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:

 Telephone Service

 Cleaning and Porter Service


 Plumbing/Compressed Air Service

 AV Services/Cable Service


 Guest Services



See enclosed forms

 **Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045**

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center Call our Sales Department at (612) 335-6035



Questions
Contact Exhibitor Services
(612) 335-6550



Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Electrical Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice: **Advance Rates** apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Standard Electrical Service

(Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

24 hour Service Required? Add 50% to Service Connection Charge

\$ _____

Special Electrical Service

(Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase- per single connection

Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00
20 amp (4160 watts) _____	198.00	240.00
30 amp (6240 watts) _____	226.00	280.00
40 amp (8320 watts) _____	294.00	365.00

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate
10 amp (3600 watts) _____	173.00	\$217.00
20 amp (7200 watts) _____	309.00	388.00
30 amp (10,800 watts) _____	346.00	436.00
40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

Total

\$ _____

Labor for Special Electrical Work

(Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

Rate * Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	111.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	167.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	222.00/hr.

Non-Taxable

Total

\$ _____

Service Accessories

(Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.
Extension Cord (25 Feet) _____	35.00
Triple Tap (3 Outlets) _____	16.00
Power Strip with surge protection _____	35.00

Total

\$ _____

Tax 7.775%

\$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

☐ Money Order # _____ ☐ Company Check # _____

☐ MasterCard ☐ Discover Credit Card # _____

☐ VISA Cardholders Name _____ Exp. Date _____

☐ American Express Authorized Signature _____

Order Total \$ _____

For MCC Use Only	
ID No.	\$ _____
Entered	Date
P.O. No. P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Electrical Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎(612) 335-6550 ☎

Standard Electrical Services	120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request	480 Volt, A.C., Three Phase, 60 Cycle 240 Volt, A.C., Three Phase, 60 Cycle



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



TELEPHONE SERVICE

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **Minneapolis Convention Center**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms






Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:

-  Electrical Service
-  Cleaning and Porter Service
-  Plumbing/Compressed Air Service
-  AV Services/Cable Service
-  Guest Services




See enclosed forms



Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center Call our Sales Department at (612) 335-6035



Questions
Contact Exhibitor Services
(612) 335-6550



Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Telephone Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event	Date of Event	Booth Number(s)
Firm Name <small><input type="checkbox"/> Check if new address</small>	E-Mail Address	
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice: **Advance Rates** apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Telephone Service

Includes: Telephone line, labor for normal installation, unlimited access to local calls and 1-800 numbers. Need to dial "9" for outside calls, credit card machines need to be programmed to dial "9".
Standard Telephone Service

Cost Per Line		Total	\$
Advance Rate	Standard Rate		
\$247.00/line	\$305.00/line		
Number of lines required _____	x rate \$ _____		
Deposit Items		Tax 7.775%	
Please indicate if long distance access is required <input type="checkbox"/> No <input type="checkbox"/> Yes			
Number of lines with long distance _____ x \$75.00/line deposit			
Please indicate if a phone set is required <input type="checkbox"/> No <input type="checkbox"/> Yes			
Number of lines with phone sets _____ x \$75.00/line deposit			
<small>NOTE: Phone sets must be picked up and returned to the EXHIBITOR SERVICE DESK.</small>			
<small>All deposits are refundable upon return of phone sets and/or minus long distance usage. Please see reverse side of form for Conditions and Instructions regarding long distance service and refunds.</small>			
To speed processing of refunds, we recommend a separate check for your deposit.		Deposit Total	\$

Voice Mail Service	Total	\$
Available on ADVANCE orders only. \$55.00/line x _____ lines	Tax 7.775%	

Speaker Phone

Speaker phone service is available for an additional \$30.00/set x _____ # sets = \$ _____	Total	\$
	Tax 7.775%	

Multi-line sets are available by special request. Please call Exhibitor Services at 612-335-6550 for pricing and availability.

Telephone Technician Labor

Special placement, wiring, repairs, special cable runs, etc. will require pre-paid labor. Labor will be assessed in 1/2 hour increments.	
Description	
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	\$ 85.00/hr.
Monday through Friday, 4:30 p.m. - Midnight (except Holidays)	\$ 128.00/hr.
Monday through Friday, Midnight - 7:00 a.m., Saturday, Sunday and Holidays	\$ 170.00/hr.
Total	\$
Tax 7.775%	

Comments/Additional Requirements: _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Money Order # _____	<input type="checkbox"/> Company Check # _____
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Credit Card # _____
<input type="checkbox"/> VISA	Cardholders Name _____ Exp. Date _____
<input type="checkbox"/> American Express	Authorized Signature _____

Order Total	\$
For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No. P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Telephone/Cable Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain Minneapolis Convention Center property and shall not be removed from the Minneapolis Convention Center.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Technical Personnel are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections cover the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center.
9. A labor charge will be assessed for relocating service after initial installation has been completed.

Service Installation And Equipment Use:

1. **TELEPHONES MUST BE PICKED UP AND RETURNED TO EXHIBITOR SERVICE DESK.**
2. Deposits for telephone sets and long distance service must be paid prior to issuance of telephone and activation of long distance service. Deposits may be included with order, although a separate payment is recommended to speed up the deposit refund process.
3. The exhibitor is responsible for all telephone calls charged to their line.
4. The exhibitor will be responsible for all telephone equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of exhibitor will result in forfeiture of deposit.

Type Of Service:

Please Note: (1) Telephone service is Centrex based. Call Forwarding, Call Waiting, and Speed Dialing are not available. (2) Lines are suitable for dial up data transmission. (3) We do not guarantee higher transmission speeds. (4) Standard connection is RJ-11C plug.

1. *Single Line* - Basic service includes one touch tone line installed in booth. Unlimited local calls within area calling zone are included.
2. *Multi-Line Telephone Requirements* - A multi-button, touch tone telephone set provides **up to three individual lines.** Individual line rates apply.

Long Distance Service:

1. Direct Dial Long Distance calls billed on a per minute basis.
2. Payment for Long Distance calls will be subtracted from deposit. If additional money is owed, it must be paid prior to show close.
3. Exhibitors are responsible for all calls made on their assigned lines.
4. Long Distance calls and other services will be billed at the prevailing rate.
5. Phones are restricted from 976 calling.

Telephone Sets Supplied By Exhibitors Must Be Touch Tone And Meet FCC Regulations.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 📠



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



COMPRESSED AIR - WATER - DRAIN - GAS SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Telephone Service



Cleaning and Porter Service



AV Services/Cable Service



Guest Services



See enclosed forms



Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035

**Questions
Contact Exhibitor Services
(612) 335-6550**





Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice: **Advance Rates** apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Compressed Air

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for 1st connection	_____	\$ 248.00	\$ 273.00	
Each additional connection	_____	100.00	152.00	
Lines above 1/2" in size, add 50% to service connection charge	_____	\$ _____		
Size of air line required: _____ CFM required: _____				Total \$

24 hour Service Required? Add 50% to Service Connection Charge \$

Water Supply & Drain Connections

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

Description	Qty.	Advance Rate	Standard Rate	
Water (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 1/2" in size, add 50% to service charge	_____	\$ _____		
Size of water line required: _____				
NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.				
Drainage (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 3/4" in size, add 50% to service charge	_____	\$ _____		
Size of drainage line required: _____				Total \$

One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time Fill and drain (< 500 gallon unit)	_____	\$ 138.00	\$ 179.00 each	
Fill and Drain (500 < 1,000 gallon unit)	_____	\$ 195.00	\$ 225.00 each	
Additional Units in same booth (< 500 gallon)	_____	\$ 70.00	\$ 85.00 each	
Additional Units in same booth (500 < 1,000 gallon unit)	_____	\$ 100.00	\$ 110.00 each	
Daily Top-off (< 500 gallon unit)	_____	\$ 25.00	\$ 35.00 each	
Daily Top-off (500 < 1,000 gallon unit)	_____	\$ 40.00	\$ 50.00 each	
**Services over 1,000 gallons				
**Call for pricing				
				Total \$

Labor

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

Description	Rate	
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)	\$ 113.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 170.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays	\$ 226.00/hr.	
		Total \$

Natural Gas

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter. Your cost will consist of our connection fee plus your payment to the pipefitter.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access	_____	\$ 234.00	\$ 354.00	Total \$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card.

Please **DO NOT** email credit card #

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

☐ Money Order # _____ ☐ Company Check # _____

☐ MasterCard ☐ Discover Credit Card # _____

☐ VISA Cardholders Name _____ Exp. Date _____

☐ American Express Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No. P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Compressed Air - Water - Drain - Gas Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5.
 - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
 - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 📠



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Telephone Service



Plumbing/Compressed Air Service



AV Services/Cable Service



Guest Services



See enclosed forms



Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035

Questions
Contact Exhibitor Services
(612) 335-6550





Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Cleaning and Porter Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice:

Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY.
Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Notice:

Cost of vacuuming and / or shampooing will be invoiced on the total area of your booth. **100 sq. ft. minimum**
Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.
Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.
Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)

COST PER DAY

Advance Rate
27¢/sq. ft.

Standard Rate
32¢/sq. ft.

Number of Days _____ x _____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Total

\$

Damp Mop

COST PER SQUARE FOOT

Advance Rate
45¢

Standard Rate
55¢

_____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Number of Days _____ x _____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Total

\$

Shampooing

COST PER SQUARE FOOT

Advance Rate
45¢

Standard Rate
55¢

_____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

NOTICE: Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying.

Total

\$

Convention Center staff will remove trash from Convention Center aisle containers on an daily basis.
Should you require trash removal from your booth during show hours, please order porter service below.

Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.

COST PER DAY

Advance Rate

Standard Rate

☐ 0-600 sq. ft. \$ 52.00 per day \$ 57.00 per day
☐ 600+ sq. ft. \$ 100.00 per day \$ 110.00 per day

Specify dates for service & number of days _____ x rate \$ _____

Total

\$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

☐ Money Order # _____ ☐ Company Check # _____

☐ MasterCard ☐ Discover Credit Card # _____

☐ VISA Cardholders Name _____ Exp. Date _____

☐ American Express Authorized Signature _____

Grand Total _____

Order Total \$

For MCC Use Only

ID No. \$

Entered Date

P.O. No.
P.O. needs to accompany order

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Cleaning and Porter Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service completion.
 - d. No service will be completed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After service - **NO REFUND.**
 2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 ☎



Exhibitor Company Name:		Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /	
Billing Company Address:		Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:		Phone Number: () -	
Contact:		Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>		Expire Date(MM/YY): <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div>	Cell Number: () -
Credit Card Billing Address:		Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):		Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/Facilities/Locations.aspx

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
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Important! All online orders will receive a 5% discount.

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/Ordering.aspx>

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,420	\$11,304	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available Online		www.smartcitynetworks.com/Order/Ordering.aspx			
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Special Quote – Attachment A or Statement of Work (if applicable)					
5. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
		SUBTOTAL			
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com		ESTIMATED 10% TAX / FEES			
		GRAND TOTAL			

For Smart City Use Only:	Customer No: 2014 - 024 -
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Terms and Conditions / Payment Options

<ol style="list-style-type: none"> Smart City is the exclusive provider and installer of all Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data related cabling. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. Wireless Specific: (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). Network Security Declaration: The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer. 	<ol style="list-style-type: none"> Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. Internet Security Disclaimer: Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits. Use of Network Connection: (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment from Smart City. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to Smart City within one (1) hour following close of the show. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed. Prices are based upon current rates and are subject to change without notice. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request. There will be a \$25 service charge for all returned checks. Any unpaid balance after close of show will incur a 1.5% / month service charge.
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p> <ol style="list-style-type: none"> A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. 	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=024>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: MINNEAPOLIS CC (024) - MN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2014 - 024 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: **MINNEAPOLIS CC – (024) MN**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2014 - 024 -**

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

! / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Plan – Communications Cable

Center: **MINNEAPOLIS CC (024) – MN**

Show: _____

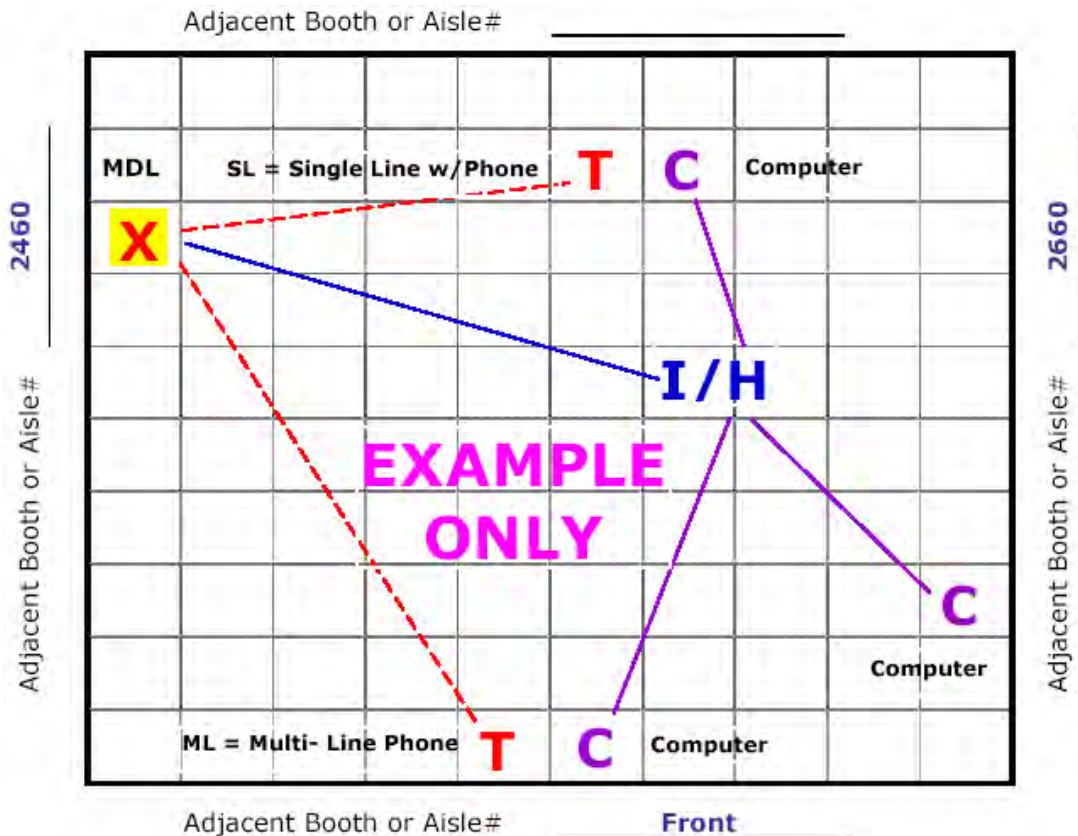
Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2014 - 024 - XXX - XXX**

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.